

**Petersburg Regional**  
**Local Human Rights Committee Meeting Minutes**  
**February 19, 2014**

**Committee Members Present:**

Mr. Michael Nichols, LHRC Member/Chair  
Mr. Norman Stone, LHRC Member  
Ms. Isabel Vartanian, LHRC Member

**Committee Members Absent:**

Mr. Steven Watkins, LHRC Member/Secretary  
Mr. Rudi Jackson, LHRC Member  
Ms. Kathy Tierney, LHRC Member/Vice Chair

**Affiliate Members (Group A) Present:**

Ms. Tanisha Green, Jireh House, LLC, LHRC Affiliate  
Ms. Lynda Hyatt, Gateway Homes, LHRC Affiliate  
Ms. LaShanda Powell, Triumph Residential Services, Inc., LHRC Affiliate  
Ms. Kara Withers, Poplar Springs Hospital, LHRC Affiliate  
Mr. James Giggetts, Positive Image, LHRC Affiliate  
Ms. Latasha Flood, Life Enhancement Services, LLC, LHRC Affiliate  
Mr. Jonathan Wallace, River City Residences, LHRC Affiliate  
Ms. Erika Holliday, New Desires Services, LLC, LHRC Affiliate  
Ms. Tori Moody, B & W Supportive Counseling Group, LLC, LHRC Affiliate

**Affiliate Members (Group A) Absent:**

Mr. Charles Scott, United Family Services, LHRC Affiliate  
Ms. Gloria Bryant, Caring Hearts, LHRC Affiliate

**Affiliate Members (Group B) Present:**

Ms. Fatima Smith, New Journey Family Services, LHRC Affiliate  
Mr. Daryl Jefferson, We Care Residential, LLC, LHRC Affiliate  
Ms. Janeska Jefferson, Balanced Minds, LLC, LHRC Affiliate

**Others Present:**

Ms. Carrie Flowers, Human Rights Advocate, Office of Human Rights  
Ms. Jessica Etheridge, VCU Student Intern with Specialized Youth  
Services

**I. Call to Order**

- a) Mr. Nichols called the meeting to order at 2:42pm. Mr. Stone made a motion; Ms. Vartanian seconded the motion and meeting began. Introductions were made.

## **II. Approval of the Minutes**

- a) The committee reviewed the minutes from the November, 2013 meeting. Ms. Vartanian motioned to approve the minutes as written; Mr. Stone seconded the motion. Motion carried.

## **III. Public Comments**

No public comments were made.

## **IV. New Business**

- a) We Care Residential has a existing group home in Henrico County for intellectually disabled adults (co-ed). They requested to affiliate a new location in Henrico County at 232 Elsing Green Way for intellectually disabled females. Brochures were provided to the members by the agency. The house will be staffed at a 5 to 1 staff to client ratio. Referrals for placements for women increased recently thus the need for additional housing for female clients. Ms. Flowers noted that the agency's program reports were missing (final quarter of 2013 and the annual report 2013) from the recent mailing that went out to committee members. It was determined that this was an error on the part of Ms. Lindblad (Committee Liaison); Ms. Lindblad will forward the reports electronically upon her return to the office (they were originally faxed rather than emailed). Ms. Vartanian motioned to approve the affiliation of the agency's new group home; Mr. Stone seconded the motion. Motion carried.
- b) B & W changed from a Limited Liability Company to an S-Corporation. They informed the committee of this change.
- c) Balanced Minds requested to add a new service, however, the agency has not received notice from the SHRC office that the agency's Human Rights policies have been filed with and accepted by that office. Once the agency receives this verification from Ms. Margaret Walsh (SHRC), they will bring the request back up to committee members for a motion.
- d) Life Enhancement requested to add Intensive In-Home Counseling, Crisis Stabilization and Mental Health Support to their array of services. Again, this agency did not receive written verification that the agency's Human Rights policies have been filed with and accepted by that office. Once the agency receives this

verification from Ms. Margaret Walsh, they will bring the request back up to committee members for a motion.

- e) Poplar Springs Hospital reviewed policies on Rights and Privacy and Visitation and Patient Use of the Telephone. Ms Withers highlighted the privacy and human rights aspects of these policies. Mr. Stone motioned to accept the policies as written; Ms. Vartanian seconded the motion. Motion carried.

## **V. Old Business**

- a) The committee members reviewed the transportation policy for Balanced Minds. Ms. Flowers expressed concern about the “release of liability” and why it was added to the policy. Ms. Marquita Knight is the Director and contact information for Ms. Knight was provided to Ms. Flowers by the agency representative who was present at the meeting, Ms. Jefferson. According to Ms. Flowers, every agency providing transportation should carry insurance and be liable for any injuries/damages when there is an accident. Ms. Flowers will review the policy and contact the agency director for further information.
- b) Affiliates reviewed information provided to clarify which affiliates were up to date on their dues paying. As of the February meeting, the following agencies remained delinquent: United Family Services, S.O.A.R., New Journey, Total Wellness, and C & N Family Services. Prior to the May meeting, an update will be made available to affiliates to reflect payments received following the February meeting. OHR can recommend DBHDS cite the agencies for failure to adhere to the Cooperative Agreements, signed with the OHR, upon affiliation with the LHRC Committee.
- c) Ridge Place Family Services was asked to submit a Fall Risk Plan; plan was not provided thus far. Ridge Place Family Services should submit this document to Ms. Flowers as soon as possible.

## **VI. Affiliate Reports**

- Jireh House
- Gateway Homes
- Triumph Residential Services
- Poplar Springs Hospital
- Positive Image

- Life Enhancement Services
- River City Residences
- United Family Services
- Caring Hearts (absent)
- New Desires Services
- B & W Supportive Counseling Group

- a) *Reminder to Affiliates: you are required to forward Program Reports (on the newest quarterly report format) to your Affiliate Liaison (Ms. Lindblad) regardless of whether or not your attendance is required at the scheduled meeting. (Group B attends the May, 2014 meeting.) Meeting attendance or failure to provide a written report may result in a citation from DBHDS.*
- b) *Ms. Carrie Flowers gave permission for Simms Childrens' Services and FamMat Services to be taken off of the list of Affiliated Providers permanently as these agencies are no longer registered as providing DBHDS approved services.*
- c) *Kim will send New Desires a quarterly report format with CHRIS revision so quarterly can be redone for Oct thru Dec 2013.*
- d) *Ms. Carrie Flowers requested TAG Services send their information (to her office) regarding the recent change they made from using behavioral intervention method CPI Non-violent Crisis Intervention to behavioral intervention method Crisis Wave.*
- e) *Ms. Vartanian motioned to accept the reports; Ms. Stone seconded the motion. Motion carried.*

## **VII. Advocate's Report**

All agencies were provided information by email about Bridge Funding.

## **VIII. Closed Session**

There was no Closed Session.

## **IX. Other Business**

- a) Additional 2014 meetings will occur as follows: May 14, 2014 (Group B), August 13, 2014 (Group A), and November 12, 2014 (Group B).

<b>b) Reporting Period</b>	<b>Reports to Kim by</b>	<b>Meeting Date</b>
1/1/14 – 3/31/14	4/10/14	5/14/14 (Group B attends meeting)
4/1/14 – 6/30/14	5/10/14	8/13/14 (Group A attends meeting)

7/1/14 – 9/30/14

10/10/14

11/12/14 (Group B attends meeting)

**X. Adjournment**

Mr. Nichols motioned to adjourn the meeting; Ms. Vartanian seconded the motion. Motion carried. The PR-LHRC meeting was adjourned at 4:11pm.

3/14/14; kml